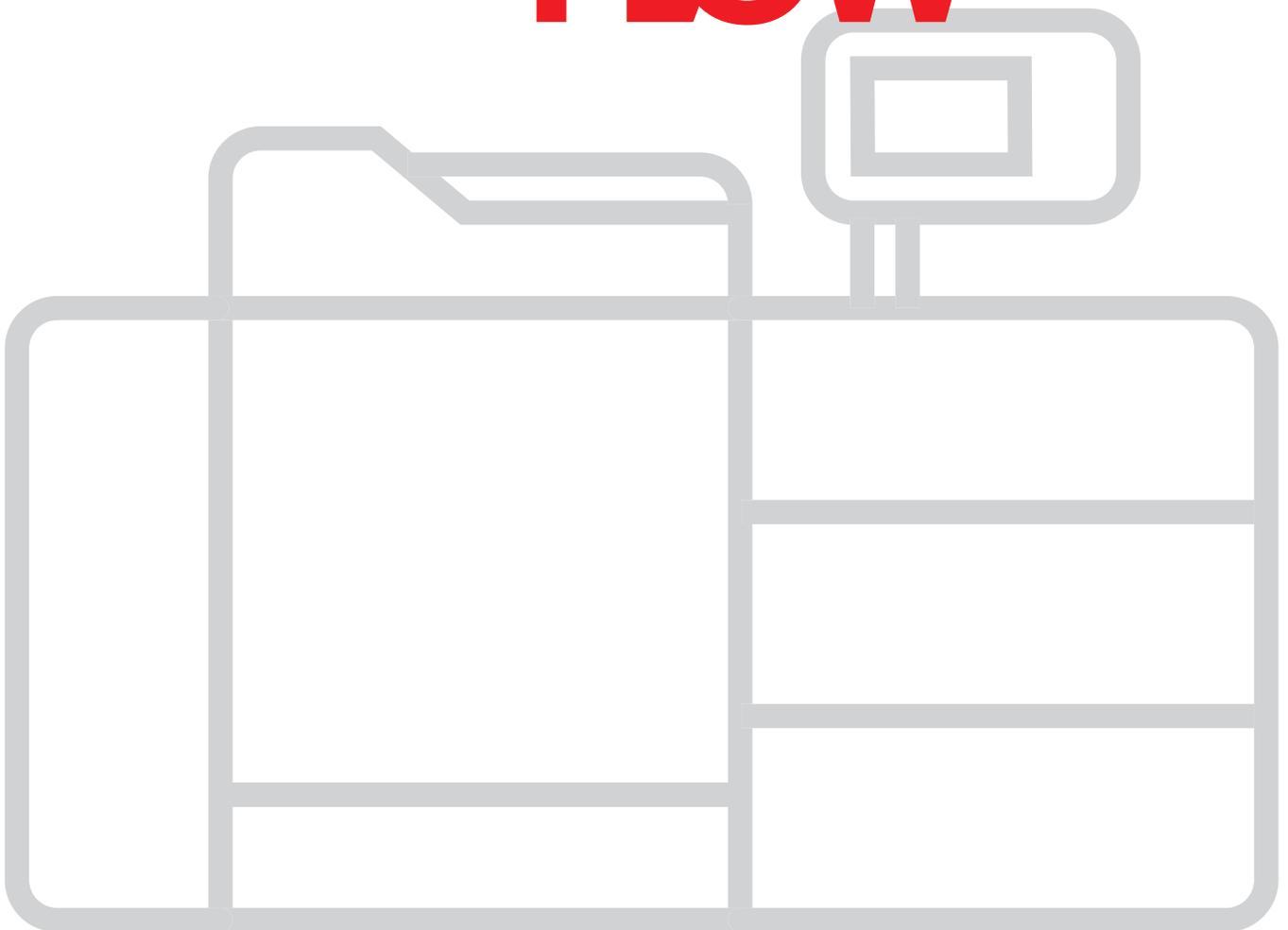


Production Printing

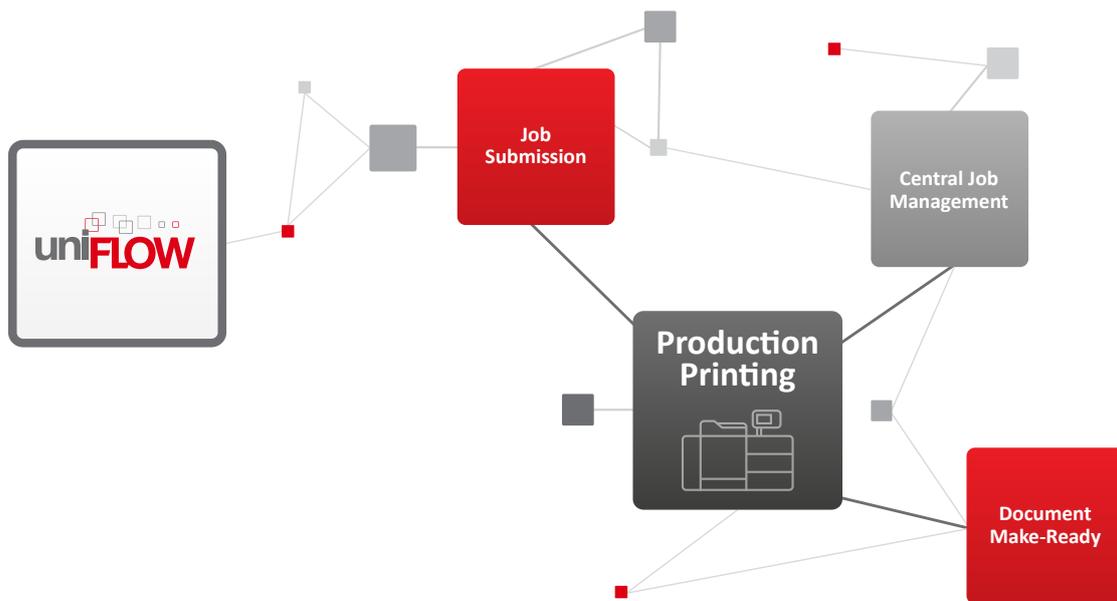
Maximize the Benefits of
an in-house Print Room

uni**FLOW**



Integrated Print Room Management

uniFLOW is capable of managing the office printing requirements across an entire organization and the print room with just a single application. uniFLOW's CRD module can manage the entire range of print room tasks e.g. from submission to job intake, from document make ready to production.



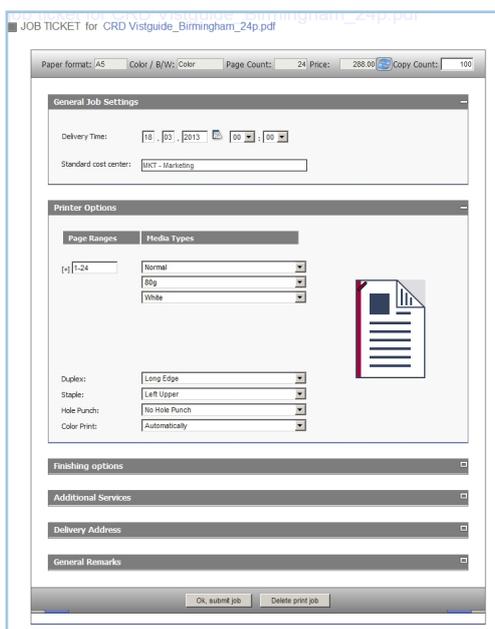


Easy Job Submission to the Print Room

Printing requests are often sent to the print room with ambiguous instructions which causes confusion and leads to wrong printouts. uniFLOW means users can submit their print jobs to the operator using a digital job ticket.

Easy Submission using a digital Job Ticket

By using a digital job ticket, users send print jobs directly from their PC to the print room in an efficient and standardized manner, reducing errors and costly reprints. Users only have to follow a few simple steps to complete the digital job ticket. Instead of setting the output options in the printer driver, users can select the output options directly in the job ticket.



Create various Job Ticket Profiles

Depending on printing requirements, administrators can adopt the standard job ticket or create job ticket profiles that are specific to different users, groups or printers, providing greater flexibility with regards to customization options. The additional job ticket profiles can be controlled by means of Access Control Lists ensuring that different users or user groups can be offered different job tickets.

View Jobs in the uniFLOW Client Web Interface

The uniFLOW Client Interface allows users to check the status of print jobs that are being held in the Operator Dashboard. Users can either open a pdf preview of their job or the job ticket or even delete print jobs which have already been submitted to the print room.

Routing of Print Jobs

When combined with uniFLOW's Rules and Routing feature, large print jobs can automatically be rerouted from office MFDs to the print room so raising print room awareness and capacity.

Scan to Print Room

Using the Scan to Print Room workflow, users have an additional option to submit jobs to the print room. Users can quickly scan and send their documents to the print room's input queue from any supported scan device connected to uniFLOW. Administrators can configure which job ticket to use in the workflow, a device-specific scan job ticket with a limited number of options or even the uniFLOW job ticket which can be configured to suit particular specifications.

Integration with Océ PRISMAdirect

Where uniFLOW is used for office printing and scan management and Océ PRISMAdirect is used for print room management, information can be exchanged between the two systems. This integration means that administration of all users, groups, rules, security permissions, cost centers and budgets is conducted by one system – uniFLOW – providing a single overview of all print room and office print, scan and copy costs.

- Users/ groups of Océ PRISMAdirect can be validated directly against the uniFLOW database
- Queries on budget information and deducting printing costs from appropriate budgets can be raised in uniFLOW
- Océ PRISMAdirect can obtain cost center information from uniFLOW
- uniFLOW can obtain accounting information from Océ PRISMAdirect



Central Management of Print Room Jobs

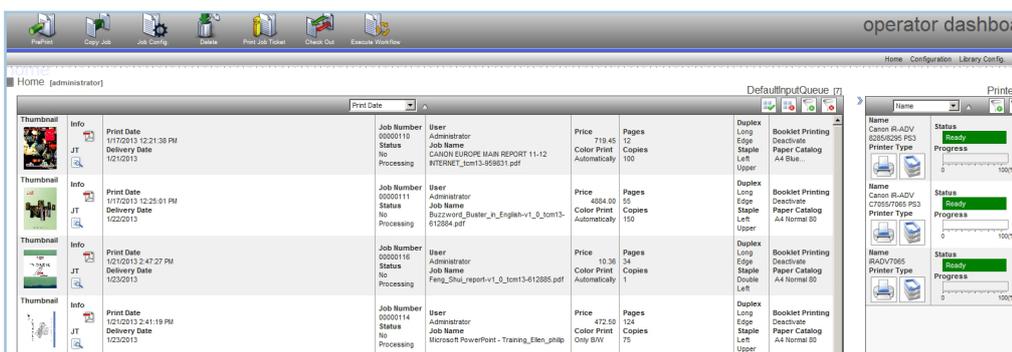
The Operator Dashboard allows the print room operator to have central control of incoming print jobs and requests in order to manage printing requirements. When print orders are received, operators can check, schedule and prepare them. Each operator can be assigned their own print queues and printers.

Simple Handling of Print Jobs

Operators can easily drag and drop jobs into print queues or send each one to a device. Settings specified in job tickets are automatically matched with the printer settings, meaning no manual intervention is required to complete orders. All print jobs can be archived in a central library for later retrieval and reprinting.

Administration and Management of the Print Room

The Operator Dashboard is administered and used by the print room operator. It can be set up for multiple operators so that individual print queues can be configured for each operator reflecting their role in the workflow process. The print queues can also be individually tailored to fit operator requirements.



Print Job Status Notifications

Communication with users takes place based on print job status alerts. The operators can set the relevant alerts for the users' jobs. By means of alerts, users can for instance, be informed about problems with their order.

Document Make Ready

PrePrint provides a well-structured interface with a thumbnail preview of the entire document, onscreen viewing of final settings and a simple navigation bar. Easy to use page layout and editing tools reduce time spent on job preparation and improve accuracy to provide a good quality end product.

- **Web-based Make Ready**

Being web-based, PrePrint only requires an ActiveX® control to be installed. With no limit as to the number of operators, it can easily be installed on any Windows® PC, reducing roll-out time.

- **Page-Level media selection and composition**

With PrePrint, different media types can be chosen for different pages allowing operators to simply select the pages and assign the required media type to them. Operators can easily insert blank pages, highlight the beginning of a chapter or combine chapters. Two or more print jobs can also be combined to be processed as one.

- **Subset finishing and tab definition**

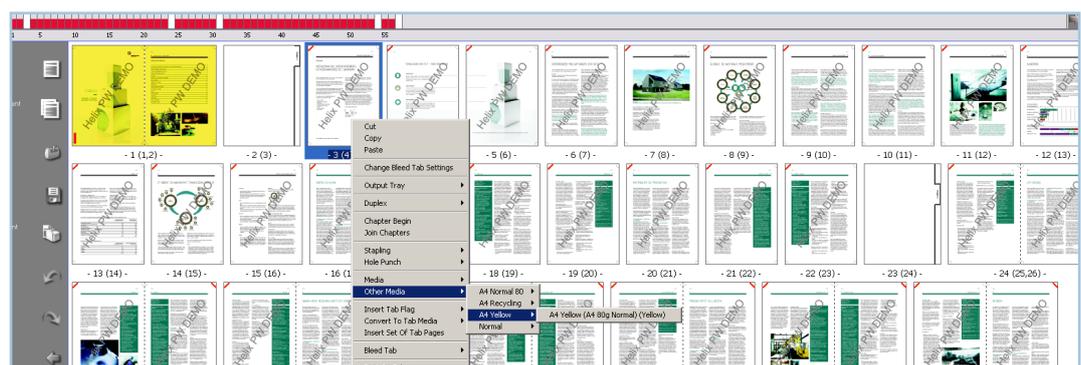
PrePrint allows operators to define page subsets within a document based on which specific finishing options can be applied. Tab definition options simplify the process for operators.

- **Hole punch, stapling, duplex and booklet printing**

Finishing options such as hole-punching, stapling or duplex printing can easily be selected from the context menu. Booklet and impositioning jobs can be created separately within PrePrint.

- **Job Ticket alignment**

Throughout the preparation process the operator has access to the original job ticket in order to check job settings and ensure the document will be printed as requested.





Immediate Benefits

Integrated Job Ticketing



Print jobs are sent to the print room in various formats, often with unclear instructions. The digital job ticket standardizes printing requests so the risk of errors is decreased and turnaround time speeded up.

Central Job Management



The Operator Dashboard helps the print room operator to effectively prioritize, schedule, print and manage print production, speeding up the delivery to customers and increasing print room efficiency.

Automatic Matching



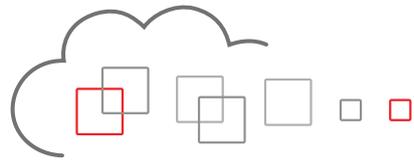
Settings defined in job tickets are automatically matched with the printer settings so no manual intervention is required to complete orders, operator performance is improved and print productivity increased.

Web-based Document Make Ready



The incorporated web-based document make ready tool reduces time on job preparation and increases accuracy, thus raising the customer satisfaction level.





www.uniflow.global
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